

**USACE FINANCE CENTER**  
**BIWEEKLY REPORT**  
**PERIOD ENDING 8 FEBRUARY 2002**

**I. CEFMS:**

a. We released CEFMS changes designed to automate and assist USACE activities to analyze and reconcile General Ledger Accounts 2210.10 ( Accrued Payroll, Civilians), 2210.11 (Annual Leave Accrued) and 2210.12 (Incentive Award Accruals) to the Revolving Fund subsidiary accounts.

1. Updated CEFMS Subsidiary General Ledger/Payroll Account Reconciliation Screen 5.150 to display the balance of the subsidiary general ledger and compare to the balance of the Revolving Fund RF93 payroll account.

2. Updated CEFMS Reconciled Balance and Per Cent Funded At Pay Period, Screen 5.151, to calculate and display the reconciled balance and per cent funded. The screen provides the capability for the CEFMS user to enter the DFAS Leave Liability Total and display the Current Effective Rate.

b. At the request of the Facility Equipment Maintenance (FEM) functional group, we completed, tested and released an enhancement to the FEM/CEFMS interface routine to preclude accruals from being transmitted from CEFMS to FEM.

c. We tested, approved and released an enhancement to the CEFMS Asset Work Item Utility screen that allows asset work items to be reclassified as non-asset work items and to allow more flexibility in changing the work breakdown structure.

d. We finalized testing and released to production an enhancement for the collection programs to send an email message to the responsible employee of the funding work item cited on an appropriation refund bill when the collection has been certified. The email notifies the responsible employee that funds are available and should be reviewed to determine if the funds should be reobligated - OR - the collection has been reversed and the funds have been reduced.

e. We finalized testing and released to production an enhancement for CEFMS users with a revenue generating agreement mail code in access control to receive an email message when delinquent fees are generated for past due bills. The modification also included revising the program to use the email address in the employee table for submission of the email.

f. We completed the update of the CEFMS Timekeepers' User Manual and began updating the CEFMS CSR Users Manual.

g. The Engineering Research and Development Center (ERDC) opened the new pay period without the new pay raises. We prepared CEFMS scripts to correct the ERDC database pay rate tables.

h. We met with HQ USACE Real Estate Division representatives to discuss improvements to the CEFMS/RFMIS processes for recurring payments related to the USACE lease program. We also discussed improvements, which will dramatically improve the payment of the GSA rent payments. We are preparing a memo, which summarizes the recommendations. The memo will be coordinated with the HQ USACE Real Estate Division. The HQ USACE Real Estate Division will be responsible for coordinating changes in RFMIS and for notifying all USACE activities' Real Estate offices of the changes required in their business processes.

i. All CEFMS programs written in Cobol and Pro C languages are to be converted to Oracle 8i by 1 Mar 2002. All CEFMS system accountants and programmers are currently working this issue and removing any obsolete code.

j. We released a new Manpower Report titled "Where Assigned vs Where Worked". The report lists detail data, by employee, for all hours charged directly to projects and compares the type of projects (civil or military funded) with the employee's assigned Army Management Structure Code (AMSCO). The report allows users to identify employees who may have been assigned incorrectly in the personnel database.

j. We released a new report titled "Status of Funds By Command Indicator". This report was requested by HQ USACE to report obligation and cost information for Operation Noble Eagle and Enduring Freedom. The report is to be sent

bi-weekly to the Department of Army and OMB. It provides obligation and cost data for monthly, year-to-date or cumulative periods. The report will be generated bi-weekly and loaded into CEEMIS. HQ USACE will retrieve the corporate financial data from CEEMIS. Although the report was developed for this specific need, it can be generated for any Command Indicator Code (CIC) assigned.

k. We are coordinating with Ms. Roxann Dent and Mr. Don Gregory from Army the Assistant Secretary of the Army (ASAMRA) and Ms. Julalee Sullivan, HQ USACE (CEHR-D) in developing specifications for the transmittal of DD 1556 information from CEFMS to DCPDS. We have provided M. Gregory our CEFMS file format and a list of questions for response.

## **II. PROBLEM REPORTS/IMBALANCES:**

### **a. Open problem report inventory:**

	<u>This Report</u>	<u>Last Report</u>
Total Problems	796	804
Priority #1 Problem Reports	102	92
GUI Related	1	2

b. Database Imbalances on our 61 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	52	56
One	3	1
Two	0	2
Three	1	1
Four	3	1
Five	1	0
Six	1	0

**III. ACCOUNTING OPERATIONS:**

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>NUMBER</u>
MILLINGTON	265
HUNTSVILLE	23
USACE HQ	<u>1</u>
TOTAL	289

DISBURSING WORKLOAD DATA:

<u>PAYMENT</u>	<u>Current Month</u> <u>1-31 Jan</u>	<u>Year to Date</u> <u>1 Oct-31 Jan</u>
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BY CHECK:

Checks Issued	17,276	65,054
Percent of Total	34%	32%
Dollar Amount	\$126,592,279	\$530,414,165

BY EFT:

Transfers Made	33,104	141,454
Percent of Total	66%	68%
Dollar Amount	\$615,412,346	\$2,742,107,668

**IV. OTHER UFC ISSUES:**

a. Thirty- two USACE activities responded to our survey regarding our planned CEFMS training. Twenty-two of the activities that responded indicated that they would send attendees to the training. We estimate that the total

number of attendees would be about 300 to 375. We are continuing with our preparations for the training that is scheduled to begin in May 2002.

b. We will offer customer service training for all UFC employees during March through July 2002. This training will provide beneficial instruction in such topics as proper attitude, professionalism in dealing with customers, complaint resolution, and good listening habits.

c. We have begun work on input to the Manpower Requirements Cycle that began 1 February 2002. Average salary data will be submitted through FORCON next week. We will provide our initial funding data the following week in accordance with the established submission schedule.

d. We are in the process of redesigning our (UFC) public website. The redesign effort will result in a website that is more user friendly and will provide more current and helpful information. We plan to have the new web site on line by 1 May 2002.

e. On 30 January 2002, Linda Stoutenburgh met with the AAA FUDSMIS (Formerly Used Defense Sites Management Information System) financial certification team leader to begin discussions on the approach Army will be taking for the financial certification of FUDSMIS. Ms Stoutenburgh wanted to be sure AAA, DODIG, and USACE did not plan to duplicate their efforts due to the financial certification process of CEFMS. Since CEFMS is the only financial system in the Corps and FUDSMIS is a tier-level system extracting data from CEFMS, Ms Stoutenburgh examined the team's approach to be sure that the team focused on the FUDSMIS system requirements. The financial transaction requirements would be validated in the CEFMS certification process. Ms Stoutenburgh plans to meet with the FUDSMIS and CEFMS teams to establish a certification strategy.

f. On 1 February 2002, Linda Stoutenburgh, Ed Vogel, and Larry Pierce met with the KPMG Consultants to begin building an interface between CEFMS and the Army Activity Based Costing System for Foreign Military Sales (FMS). We will be meet with Transatlantic Center representatives to review the work management and costing methodology for FMS Case work in order to identify the required data elements needed by Army in the interface.

g. On 4 February 2002, Mr. Coakley, Linda Stoutenburgh (UFC), Bill Holtzman (CERM-F), and Belinda Camp (CELO-T) attended a briefing on the Defense Travel System (DTS). The purpose of the briefing was to provide MACOM-level senior leadership with the on-going status of DTS and the future fielding schedule for the Army. USACE has approximately 3-6 sites that are scheduled for DTS implementation in FY 06. Mr. Coakley will establish a HQs. cross-functional team (RM, CECI, Logistics, UFC) to begin working the USACE strategy.

h. We provided an information paper on changes to the credit card billing payment process to HQUSACE (CERM) and the Principal Assistant Responsible for Contracting (PARC) on 4 February 2002. The information paper detailed modifications to the CEFMS process that will bring USACE more in line with the DoD FMR. The CEFMS changes will streamline the business process and significantly reduce the number of days required to pay credit card bills. The proposed changes will be coordinated with all USACE activities.

i. The MOU and Appendix A, Operating Finance and Accounting Responsibilities, have been forwarded to TAC and the Europe District for review. We are also reviewing the MOU to ensure that all our business processes are current and included in the MOU. Our goal is to have the MOU approved and signed by the serviced commands and the UFC Director not later than 15 March 2002.

j. We have tested our disbursing pc's and modems to ensure they work properly for the EFT transmittal to Bank of America in Europe for Euro-Dollar payments. Bank of America in Germany successfully received our test files. We will recommend to Bank of America that the file name be included on their notification of receipt.

k. We completed our initial IRS tax reporting requirements for Calendar Year 2001. Approximately 2,000 IRS Forms W2 and 20,000 IRS Forms 1099-M were issued on or before 31 January--the required mailing date.

l. Our Cash Reports Division reduced the total Unmatched Disbursement and Aged In Transits transactions by \$5.5M between from 1 October to 31 December 2001. We are working diligently to meet the Army Goal of clearing all unmatched disbursements over 180 days old by 31 March 2002. The

division has also reduced Suspense Accounts by over \$6M for first quarter FY 02 and reduced Command Expenditure Report (CER) differences by \$9M.

m. The U.S. Treasury FACT II (Consolidated Civil Works US Standard General Ledgers) first quarter FY 02 report was submitted on 8 February 2002. We are awaiting final decision from Treasury in regards to reporting responsibility for The San Gabriel Project. The San Gabriel Project was transferred from USACE (Los Angeles District) to Department of Interior. The FACT II data is used to generate the OMB SF 133 data.

n. The development and compilation of the SF 133's for the 4<sup>th</sup> qtr FY01, reflecting the Intra-Corps (Brokered) activity has been completed and the reports have been submitted to HQ USACE (CERM-B) for submission to OMB.